

Savannah River Site Citizens Advisory Board

Focus Groups

PURPOSE

To establish direction for the establishment and operation of Focus Groups that are formed to support Savannah River Site Citizens Advisory Board (CAB) activities.

SCOPE

The direction provided in this document applies to all CAB members and members of Focus Groups operating under the direction of the CAB. This includes any Focus Groups formed prior to the approval of this document. This document will be reviewed six months after implementation to determine if it needs to be revised.

POLICY

It is the policy of the Savannah River Site CAB that Focus Groups will be formed to assist in the study and formation of recommendations related to a specific topic. Focus groups will be formed and operated under the direction and oversight of the CAB, in accordance with the direction in this document, to study topics that can be complex and/or long term.

INTRODUCTION

Focus Groups are working groups, formed by the CAB, to assist in studying and making recommendations related to a specific topic or issue. Focus Groups are a subset of a CAB Committee and work on a topic or issue that falls within the scope of that Committee. Focus Groups allow for additional public involvement by non-CAB members on issues or topics of interest to the CAB.

DIRECTION

1. The formation of a Focus Group will normally be identified in the CAB Work Plan, issued and updated every six-months. Focus Groups can be identified and formed between CAB Work Plan updates, however, all of the requirements of this document still apply.
2. Formation of a Focus Group will be recommended and sponsored by the respective Committee Chair and approved by a majority vote of the full Board.

3. A member of the sponsoring Committee will always be the Administrative Lead for the Focus Group to ensure that it operates in accordance with the direction provided in this document and the desires of the sponsoring Committee. A non-CAB individual may be identified as the Technical Lead to coordinate the technical activities of the group, develop reports and presentations and ensure that the sponsoring Committee is kept apprised of Focus Group activities. The Technical Lead may be authorized by the Chair of the sponsoring Committee to request information from on behalf of the Committee.
4. The Focus Group Charter Form attached to this document (or a similar document with all of the indicated items) will be completed and included with the CAB Work Plan for approval by the full Board.
5. If a Focus Group must be formed between CAB Work Plan updates, the Chair of the respective Committee will complete all sections of the Focus Group Charter form attached to this document, and present it to the Board for approval. In addition, the Chair of the sponsoring Committee must explain to the Board the need for immediately forming the Focus Group.
6. If, because of significant time constraints, a Focus Group must begin work between Board meetings, the Chair of the respective Committee must obtain approval of the Board Chair to establish a Focus Group and begin work. The Focus Group must still be approved at the next full Board meeting. If not approved, the Focus Group will be disbanded immediately.
7. Focus Group activities will be included in each six-month update of the CAB Work Plan. Focus Groups will provide routine status reports to their sponsoring Committee at a frequency determined by the Committee Chair. Focus Groups will provide a written summary of their activities, conclusions and recommendations to the Committee Chair when they are closed-out.
8. The sponsoring Committee or the full Board can vote, at any time, to disband a Focus Group for issues such as resource constraints, Board conflicts, etc.
9. Focus Groups serve at the discretion of the sponsoring Committee and only work on activities or issues in support of Committee activities, in accordance with the description provided in the Focus Group Charter Form. Any change in scope of a Focus Group must be brought before the full Board for approval.
10. Focus Groups do not report directly to the Board - they support the activities of a respective Committee of the Board. All Focus Group products or recommendations are provided to the respective Committee for review and discussion. The Committee shall discuss and decide if they wish to take an issue to the full Board based on Focus Group suggestions. Focus Group members may make presentations to the Board at the request of the Chair of the Sponsoring Committee.

11. Focus Groups must adhere to the following operating guidelines:
- All meetings open to the public,
 - Minutes of all meetings issued to Focus Group members and the Sponsoring Committee, and posted on the CAB website, and
 - Conflict of Interest requirements identified in the CAB Bylaws and the Conflict of Interest Guidance Document.

**Savannah River Site Citizens Advisory Board
FOCUS GROUP CHARTER FORM**

Focus Group Title: _____

Sponsoring Committee: _____

Administrative Lead: _____ Technical Lead: _____

Focus Group Start Date: _____ Focus Group Completion Date: _____

Estimated No. of Members: _____ Estimated No. of Meetings: _____

Why is this Focus Group Necessary? _____

What will the Specific Scope and Activities of this Focus Group Be? _____

What is the End Product of this Focus Group? _____

Submitted By: _____ Date: _____